

EASTERN AREA COORDINATION CENTER



Detailer Guide

Eastern Area Coordination Center Mission Statement

The principal mission of EACC is to provide safe, cost effective and timely coordination of resources for wildland fire emergencies. This is achieved through communication, planning, coordinating interagency needs, situational monitoring, and expediting resource requests. EACC also plays a significant role in providing logistical support for natural disasters (floods, hurricanes, wind storms, earthquakes) terrorism acts, and planned land management activities.

INTRODUCTION

Welcome

Welcome to the Eastern Area Coordination Center (EACC) EACC is the geographic area coordination center (GACC) for the 20 northeastern states, Bureau of Indian Affairs (BIA), Bureau of Land Management (BLM), National Park Service (NPS), Forest Service (FS), Fish and Wildlife Service (FWS), and other cooperating agencies.

Our physical address is: EACC

**626 East Wisconsin Avenue, Suite 500
Milwaukee, WI 53202**

Main Phone Number: 414-944-3811

Main Fax Number: 414-944-3838 Intelligence Fax Number: 414-944-3839

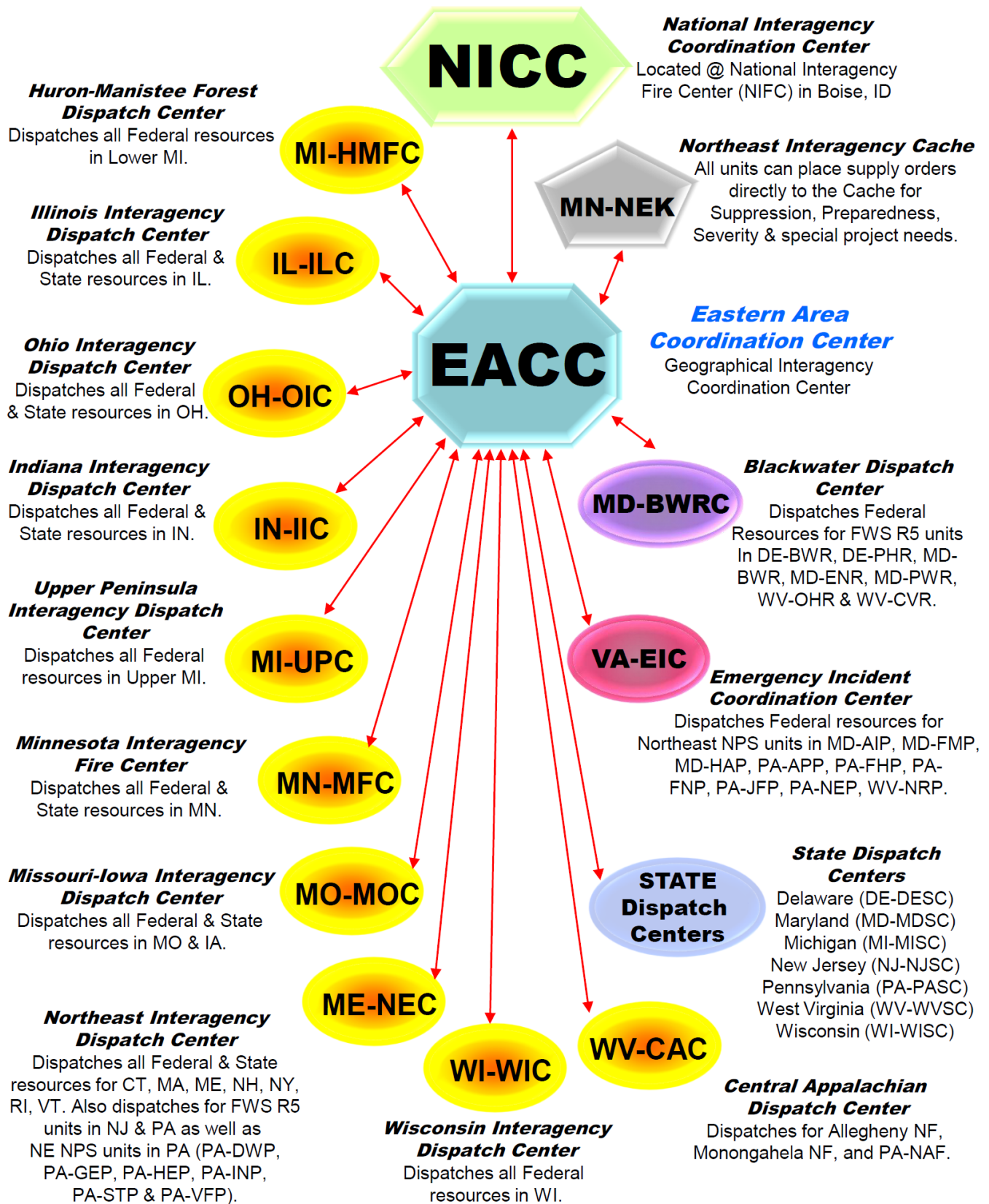
Website: <http://gacc.nifc.gov/eacc>

The Center Manager has been delegated authority from the Eastern Area Coordination Group (EACG) to move resources throughout the geographic area and to geographic areas outside of the Eastern Area to meet incident needs. Within the Eastern Area, the EACC will act as the focal point for internal and external requests not filled at the local level.

Eastern Area dispatch relationships have been established with the following dispatch centers: Delaware State Dispatch Center (DE-DESC), Illinois Interagency Dispatch Center (IL-ILC), Indiana Interagency Dispatch Center (IN-IIC), Blackwater Dispatch Center (MD-BWRC), Maryland State Dispatch Center (MD-MDSC), Northeastern Interagency Dispatch Center (ME-NEC), Huron - Manistee Dispatch Center (MI-HMFC), Upper Peninsula Dispatch Center (MI-UPC), Michigan State Dispatch Center (MI-MISC), Minnesota Interagency Fire Center (MN-MFC), Missouri-Iowa Interagency Dispatch Center (MO-MOC), New Jersey State Dispatch Center (NJ-NJSC), Ohio Interagency Dispatch Center (OH-OIC), Pennsylvania State Dispatch Center (PA-PASC), Emergency Incident Coordination Center (VA-EIC), Central Appalachian Dispatch Center (WV-CAC), West Virginia State Dispatch Center (WV-WVSC), Wisconsin Interagency Dispatch Center (WI-WIC). This established ordering channel provides for the rapid movement of requests, agency review, efficient utilization of resources and cost-effectiveness.

EACC has a year round workload supporting wildland fire emergencies and natural disasters; working closely with Federal Emergency Management Agency (FEMA) and Department of Homeland Security (DHS). Fire season in the Eastern Area generally starts in February and continues until late October.

EACC DISPATCH RELATIONSHIPS



Eastern Area Dispatch Organizational Relationships Key

Interagency Dispatch Centers

IN-IIC	Indiana Interagency Dispatch Center
IL-ILC	Illinois Interagency Dispatch Center
MD-BWRC	Blackwater Dispatch Center
ME-NEC	Northeastern Interagency Coordination Center
MI-HMFC	Huron Manistee Dispatch Center
MI-UPC	Upper Peninsula Interagency Dispatch Center
MN-MFC	Minnesota Interagency Fire Center
MO-MOC	Missouri-Iowa Interagency Dispatch Center
OH-OIC	Ohio Interagency Dispatch Center
VA-EIC	Eastern Incident Emergency Coordination Center
WI-WIC	Wisconsin Interagency Dispatch Center
WV-CAC	Central Appalachian Dispatch Center

State Dispatch Centers

DE-DESC	Delaware State Dispatch Center
MD-MDSC	Maryland State Dispatch Center
MI-MISC	Michigan State Dispatch Center
NJ-NJSC	New Jersey State Dispatch Center
PA-PASC	Pennsylvania State Dispatch Center
WV-WVSC	West Virginia State Dispatch Center

Cache

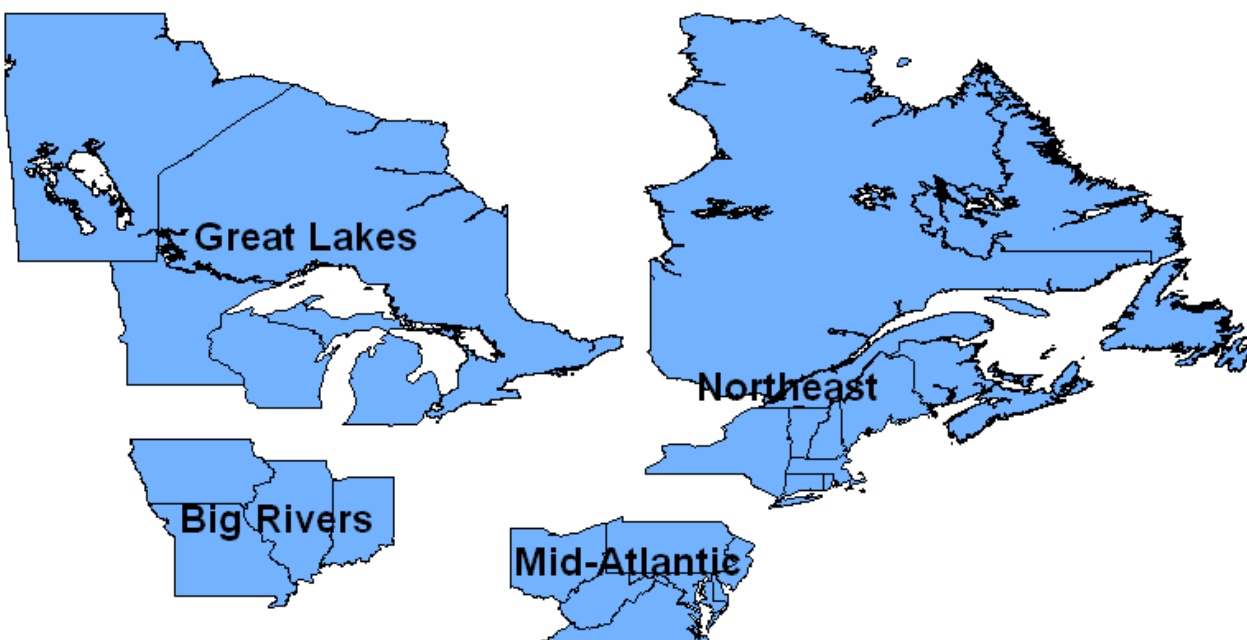
MN-NEK Northeast Interagency Fire Cache

Other Federal Partners

BIA	Bureau of Indian Affairs, Midwest & Eastern Regions
BLM	Bureau of Land Management
USFWS	U.S. Fish and Wildlife Service, Regions 3 & 5
NPS	National Park Service, Northeast & Midwest Regions
USFS	U.S. Forest Service/NA S&PF

EASTERN AREA COMPACTS

Compacts are essentially mutual aid agreements between the States authorized by Congress for the sharing of firefighter resources in the United States and adjacent areas in Canada. There are four Compact areas in the Eastern Area. The EACC will generally not be involved with these type of mobilizations, however the Compact areas are a useful way to describe weather and/or fire active in such a large Geographic Area.



GREAT LAKES: Manitoba, Michigan, Minnesota, Ontario, and Wisconsin

BIG RIVERS: Illinois, Indiana, Iowa, and Missouri

MID-ATLANTIC: Delaware, Maryland, New Jersey, Ohio, Pennsylvania, Virginia*, and West Virginia*

NORTHEAST: Connecticut, Maine, Massachusetts, Newfoundland/Labrador, New Brunswick, New Hampshire, New York, Nova Scotia, Quebec, Rhode Island, and Vermont

*Virginia and West Virginia are in the Mid-Atlantic Interstate Forest Fire Protection Compact and the Southeastern Interstate Forest Fire Protection Compact.

For information on compact contacts, see EA Interagency Mob Guide, Chapter 50, States (beginning on Page 50-104)

THE GAS LIGHT BUILDING

Accessing the Building

To initially access the building you will enter the front door to the security point. Your bags will pass through the scanner. You will then proceed to the receptionist's desk where you will sign in and the receptionist will call dispatch for someone to escort you to EACC. You will be assigned a key card for the duration of your stay. Weekdays you can enter through the front door or the side doors located on the east and west side with your key card. Weekends the front doors are locked and you will need to enter by the side doors only using a proximity card. If a weekend day is your first day, please call the dispatch office when you get to the building and someone will come to let you in.

General Facilities Information

- The doors to the Gas Light Building are locked from 1800-0500, Monday through Friday and 24 hours a day Saturday and Sunday. Entry into the building can be obtained via a digital proximity card on either side of the Gas Light Building. The proximity cards can be obtained from your COD. **Do not give the proximity card to anyone else to use.**
- The telephone number for the building security guards at the front door is 414-944-3669 or in the event of an **Emergency 9-911**
- Metal detectors are staffed by the security guards at the front door.
- No weapons, illegal substances or alcohol is allowed.
- The Gas Light Building is a smoke free building. Smoking is only allowed outside of the West entrance doors by the ashtray which is attached to the neighboring parking garage. *Please no large groups for smoking breaks, limit of 1 or 2 people at a time.*
- First aid kit is located in the hallway between the operations room and predictive services and in the Regional Office (RO) Health Room located in the RO lunch room.
- Fire extinguishers are throughout the EACC. The **fire extinguisher locations** are:
 - Operations Room on the corner of the hallway
 - Just inside the main door on the left wall
 - Just inside the side door on the right
 - To the right of the exit door in hallway on each side of the elevator

Gas Light Building Amenities

- **Great Lakes Credit Union** open from 0900 to 1600 (Monday thru Friday).
- **The Uncanny Soup Company** is located on the first floor by the East exit doors. They are open weekdays from 06:45 until 13:45, and serve a variety of breakfast and lunch fare. You will need your EACC keycard to unlock access door to return to lobby.

Amenities available in the Immediate Area

- The **Lakeview Market** is a food court style restaurant located on the second floor of the US Bank Building, 777 East Wisconsin Avenue. Hours of operation are weekdays from 6:30 a.m. to 2 p.m. Navigate to the Southeast corner of Wisconsin Avenue and N. Van Buren Street and enter the building through the turn-style doors. Proceed up the escalator and at the top veer left then right through the common area until reaching the entrance to the cafeteria.
- The **Metro Market** – Milwaukee is located at 1123 Van Buren Street and daily hours are from 7 a.m. to 10 p.m. This urban market focuses on fresh food, produce, bread, and other general food items.
- **Post Office**- Located on 606 E Juneau Ave (Mon-Fri 9:00 am-6:00 pm; Sat 9:00 am-3:00 pm)

Location of 5th Floor Restrooms

Restrooms are located by exiting either door. From the main entrance turn left and proceed past the elevators, turn right at the hall and the restrooms are at the end of the corridor. From the back entrance proceed out the door and continue straight ahead to the restrooms at the end of the corridor.

EACC POLICIES

Conduct

Each person working at EACC is expected to maintain a professional attitude. The atmosphere is expected to be relaxed, functional, and friendly. **Sexual, ethnic, racial, or other inappropriate remarks, innuendos, bad attitudes and foul language will not be tolerated. Each person is to be treated with courtesy and mutual respect.** Please report any problems you encounter in this area to the COD immediately.

Performance Evaluation

All detailers will receive a performance evaluation to be completed by your assigned supervisor. A file copy will be maintained at EACC.

Detailers will also complete an EACC Detail Evaluation prior to de-mob. This form is located in your detailer guide.

Dress Code

The dress code for EACC is casual. Appropriate attire will be worn; clothing such as slacks, blouses, t-shirts, and jeans. Shorts are permitted only on weekends. See through, low cut tops, obscene t-shirts, short skirts/shorts/cut-offs and provocative attire is not acceptable.

The uniform of the day on Fridays is Hawaiian. Please wear your best flowery/tropical shirt.



HOTEL, MEALS AND TRANSPORTATION

You MUST call EACC for lodging information prior to making any reservations!

Detailers are expected to use standard government per diem rates. Please see the link below:

<http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA>

Round trip airline tickets are recommended for all detailers working at EACC.

Detailers are encouraged to use the  airport shuttle service to travel from the terminal to their lodging location. Reservations can be made online at <http://www.goriteway.com/> or by calling 800-236-5450/414-769-2444

EMPLOYEE SAFETY

Security and Law Enforcement Contact Procedures

DECO Security manages facility security and is located near the main entrance in the lobby. The security service is staffed from 05:00 until 18:00, Monday thru Friday. The building is officially closed after 1800 weekdays, on weekends and holidays.

The DECO phone number is: **EMERGENCIES ONLY – (414) 944-3969**

Emergency Evacuation Exit

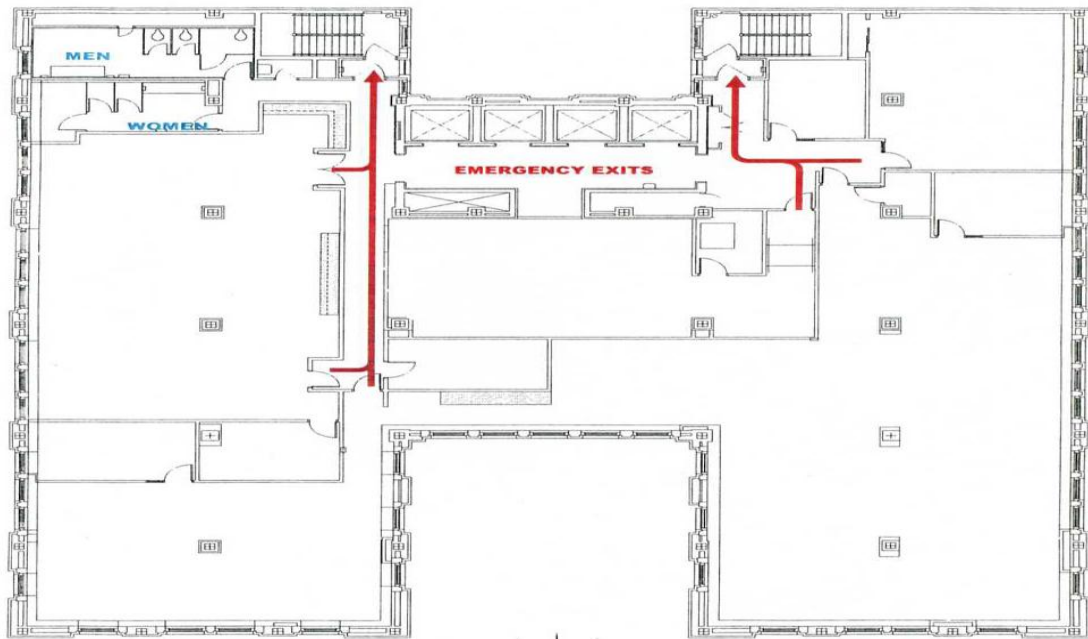
EACC evacuation occurs via the stairwells located to the East or West of the elevators. When exiting EACC's main door travel to your left then turn right prior to coming to the elevator. Proceed through the **EXIT** door, go down the stairs to the first floor and exit the building via the East doors. When leaving via EACC's back door proceed straight ahead, pass through the **EXIT** door, go down the stairs and exit the building via the West doors.

The designated meeting place is the Cathedral Square Park, 520 E Wells Street, 2 blocks north of the Gas Light Building. The EACC Center Manager or COD or EDSP will lead the group to the meeting area.

Once the building is cleared, occupants can return to the building. You may return thru the East and West entrances with your badge or if you forgot your badge access through Security.

FIFTH FLOOR

5



Severe Weather

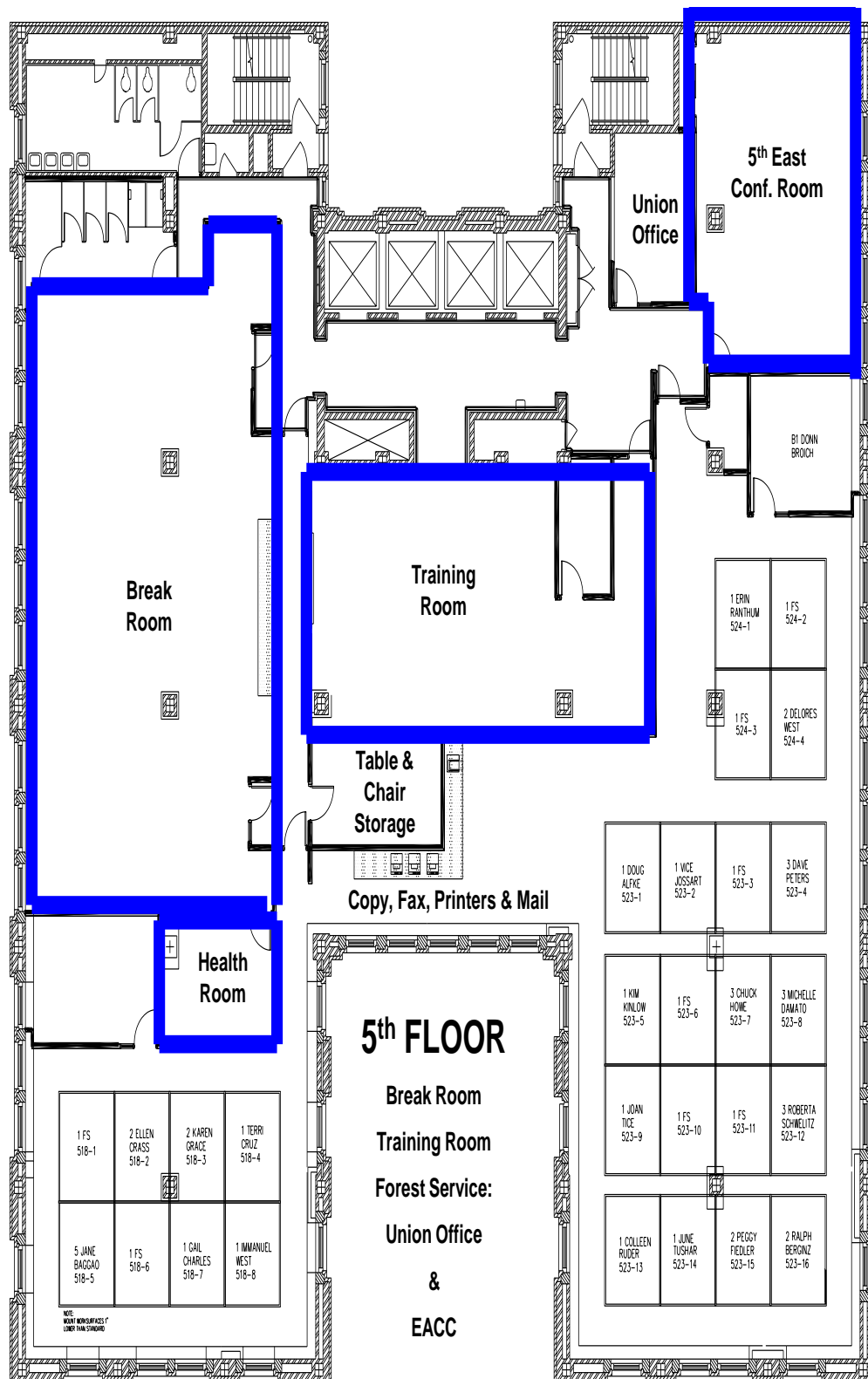
In situations of severe weather, please tune into the local television stations in Milwaukee (Channels 4, 6, 10, 12, 18, 24, 36 and 58) or tune into a local broadcast radio station to keep informed of conditions.

EACC is located in Milwaukee County.

Your lodging is also in Milwaukee County.



If a severe weather siren is heard at EACC, seek shelter immediately. The Training Room, Break Room and 5th floor East Conference Room are pre-identified places to seek shelter.



Fire Alarms

EACC has several fire alarms located around the office. Once an alarm is activated, fire light sign strobe light will flash and a verbal message will be transmitted explaining the emergency. Proceed as directed in the Emergency Evacuation plan. (pg. 8)

Fire Extinguishers

EACC has 3 fire extinguishers, one located by each entrance and a third located on the West wall in the main operations area.

EACC First Aid Kit

A first aid kit is available to all detailers for minor injury treatments and medicine for headaches/cold relief. The kit sits on the radiator in the common area separating the main operations and intelligence sections. Additionally, a second first aid kit is located in the Health Room accessed through the large 5th floor break room. If an item you need is unavailable, please notify a permanent staff member.

Hospital and Clinic Information

Nearest Hospital/ Emergency Room to EACC:

Columbia St. Mary's Hospital Milwaukee
2301 North Lake Drive
Milwaukee, WI 53211
Phone: (414) 291-1000

Urgent Care Clinics:

Aurora Urgent Care Center

734 N. Jackson Street
Milwaukee, WI 53202
Phone: (414) 277-6500

DETAILER'S EMERGENCY CONTACT LIST		
EACC Staff	Cell Phone	2nd Cell Phone
Laura McIntyre-Kelly	414-530-1403	651-442-9812
Beth Card	610-742-7864	701-260-9899
Tom Viers	414-207-2098	
James Silverstone	414-343-6632	208-863-9258
Brendan Neylon	414-530-1404	218-556-0605

MEDICAL PLAN	1. Incident Name EACC	2. Date Prepared 01/31/2012	3. Time Prepared 1200	4. Operational Period ALL							
5. Incident Medical Aid Station											
Medical Aid Stations		Location			Paramedics Yes No						
First Aid Kit		Kitchenette Area on South Wall									
First Aid Kit		Lunch Room in the Health Room on South side of room. There is also an Oxygen Tank.									
6. Transportation											
A. Ambulance Services											
Name	Address		Phone		Paramedics Yes No						
Bell Ambulance	549 E. Wilson Street, Milwaukee, WI		414-264-2355		X						
Meda-Care Ambulance Service	2515 Vliet Street, Milwaukee, WI		414-342-0226		X						
Medix Ambulance Service	2423 W. Lisbon Ave, Milwaukee, WI		414-933-7600		X						
B. Urgent Care											
Name	Address		Phone		Hours						
Aurora Urgent Care	946 N. Van Buren St., Milwaukee, WI		414-276-4242		M-F Sat.	0700-2000 0800-1600					
Columbia St. Mary-Cathedral Square Urgent Care Center	734 N. Jackson St., Milwaukee, WI		414-277-6500		M-F Sat.	0700-2100 0800-1600					
7. Hospitals											
Name	Address		Travel Time Air Ground		Phone		Helipad Yes No		Burn Center Yes No		
Columbia St. Mary's Hospital	2301 North Lake Dr, Milwaukee, WI.		10 min 15 min		414-291-1000		X		X		
Aurora St. Luke's Medical Center	2900 W. Oklahoma Ave Milwaukee, WI		10 min 16 min		414-649-6000		X		X		
8. Medical Emergency Procedures											
At the first sign of illness or injury, notify your immediate supervisor. For all medical emergencies, your supervisor will notify Gaslight Building Guards at 414-297-3694.											
Prepared by (Medical Unit Leader) /s/ Brendan Neylon						10. Reviewed by (Safety Officer) /s/ Laura McIntyre-Kelly					

LOCAL TRANSPORTATION – METRO TRANSIT

Paying for your ride

Local bus fares are \$2.25 and require exact change. Weekly and monthly passes are available for \$17.50 or \$64.00 respectively. Bus passes can be purchased at the U.S. Bank Building in the main banking area. Seniors, youth, Medicare card holders, and people with disabilities fares are \$1.10. For routes and stops go to the system map at www.ridemcts.com/Routes-Schedules/

OFFICE PROCEDURES

Telephone Use

When calls come into EACC, you may answer the call from any phone in the Center by picking up the handset and pressing the “Pick up” key. Please give out only our EACC main phone line, **414-944-3811** for all callbacks to customers. Do not give out individual desk phone numbers.

Please answer all phone calls professionally stating: **“Eastern Area Coordination Center this is (state your name)”**.

Speed Dial Feature

The phone system has been programmed with speed dial numbers of our customers in the Eastern Area, counterparts at NICC and neighboring geographic areas. The speed dial list is located in the reference stand at each dispatch station.

To use the speed dial, locate the unit/office to be called from the speed dial list, pick up the handset and press the appropriate speed dial digits. The LCD window will display the phone number being called. It also displays incoming calls (Caller ID).

Transferring Calls

To transfer calls to another extension: **DO NOT put the call on Hold**. Press **XFER/CONF** (top right gray button on phone base) then **dial the 4 digit extension** and hang up.

Placing Calls

Long Distance Calls outside of Speed Dial List: press 9 + 1 + area code + phone number

Local Calls within the 414 area code: press 9 + phone number

Local Calls outside of the 414 area code: press 9 + area code (262) + phone number

Staff Extensions

Operations Dispatch Stations

Laura McIntyre-Kelly	3812	Pod 1	3818
Beth Card	3849	Pod 2 - Supervisory Dispatcher	3817
James Silverstone	3844	Pod 3	3816
Tom Viers	3813	Pod 4	3824
Brendan Neylon	3814	Pod 5	3822
Fire Weather Program Manager	3819	Pod 6	3823
Main Speaker Phone	3836	Pod 7	3830
Floor Coordinator	3849	Pod 8	3825
Aircraft Coordinator	3848	Pod 9	3834
		Pod 10	3826
		Pod 11 - Supervisory Dispatcher	3827
		Pod 12	3828

Predictive Services Stations

Pod 1	3846
Pod 2	3843
Pod 3	3832
Pod 4	3847

OFFICE EQUIPMENT

Computer Use Policy

All detailers into EACC must read and sign the "Statement of Employee Information Security Responsibilities" document which outlines the protocol and guidelines to access information resources. All forms are kept on file in the Center Manager's Office.

- **DO NOT** change the look of the desktop of the computer by rearranging or deleting icons.
- **DO NOT** change any system settings.
- **DO NOT** change the screen savers!
- **DO NOT** add any bookmarks to Microsoft Internet Explorer. If you know of internet sites which would be of use at EACC, see your Floor Supervisor. If you have been entrusted with access to a file or to use certain software, please respect that trust and do not delete or change these files without prior approval.

Copier/Fax Machine

The EACC fax machine is located at the South end of the operations area.

To operate the copier/fax machine start by pressing the lime green flashing button to "wake" the machine. Place document face up in the tray. Select copy or fax on the touch screen and proceed as directed. Eastern Area Dispatch Centers are pre-programmed. For any fax number corrections or changes please relay information to your Floor Supervisor.

Computer Printers

EACC has three printers, two color and one laser jet. The laser jet, called **CP_PR12**, is located at the South end of the Operations area and defaults as the main printer on each PC. The color printers are named **CP_PR10 and CP_PR11** and are located in the Predictive Services area. All color cartridge and toner supplies are located in a storage bin near the printer. Please see the Floor Supervisor for assistance.

Shredder

The shredder is located in the common area between the Operations and Predictive Services areas.

Mega File Storage Unit (green machine)

The Mega File Storage Unit is located in the common area between the Operations and Predictive Services areas and contains all the office supplies. Turn the machine and use the arrows or numbers to select the bin you need for the office supply you are seeking.

Ten Tips (+1) on Coping with Stress and Anxiety

Anxiety is a signal our mind and body gives us that danger is near. The danger may come from internal or external sources. We feel the press of living through the stresses we experience. Stress is cumulative, as it draws upon our personal and physical resources. Different people have individual tolerances for higher-than-normal levels of stress and anxiety. When feeling over-burdened, excessive stress and anxiety can lead to lowered self-esteem and depression. In such a situation, the goal of psychotherapy is to validate your emotional experience, adjust the negative self-assessment engendered by emotional overload, and help you find the path of support and positive developmental change. Often, anxiety and stress are heightened by being caught between untenable choices in life, or between people we love (or even, sometimes, fear). These problems can be explored and understood in psychotherapy.

Below are some tips about what many have found to be at least temporarily useful coping skills for living with stress and anxiety. They are not foolproof. If you are feeling very distressed and your life is suffering, there is no substitute to talking with a professional.

1. Be flexible. Know what you can change and what you can't, go with the flow, be open to changes.
2. Laugh more. Watch a funny movie, tell a joke, read the comics.
3. Breathe slowly, deeply, and well. Relaxation begins with slow, deep breathing from your diaphragm.
4. Learn to say "no". It's hard to say no sometimes, but recognize you can't do everything, pace yourself.
5. Go ahead and make mistakes. No one's perfect. The only way we really learn is from our mistakes. Accept them as the natural process of growing in wisdom.
6. Play... with a lover, a friend, a child, a pet. Having fun is the natural way of lowering the body's stress hormones. Stress tenses, play loosens.
7. Get active. Exercise brings out the body's endorphins, natural pain-killers and pleasure-producing substances produced inside every one of us.
8. Eat well and avoid stimulants. A healthy diet makes the body strong and increases a sense of well-being. Watch those double-lattes. Caffeine and nicotine put more stress on our musculature and nervous system.
9. Talk to others. Sharing life's difficulties and problems with another person, whether a co-worker, friend, spouse, lover, or counselor, allows one to shed the weight of burdens shouldered alone.
10. Face your difficulties. Problems have a tendency to mount quickly, until there can seem so many as to be overwhelming. Tackle them one at a time. Set achievable goals. Your day will seem appreciably lighter after even one dreaded task is tackled.

Plus. . .

11. Allow yourself to mourn. Changes, even good changes, can bring a sense of loss for how things used to be. You have the right to grieve this loss. In fact, everyone needs that time . . . to adjust, to reminisce, to care, to process.

HOTEL SAFETY

WARNING: HOTELS COULD BE HAZARDOUS TO YOUR HEALTH...

By Captain RH Kauffman, Los Angeles County Fire Department

Have you ever been in a hotel during a fire? It's a frightening experience, and you should start thinking about it. For instance, how would you have acted if you had been in one of these fires?

<i>The Thomas Hotel, San Francisco, Ca</i>	20 DEAD
<i>The Gulf Hotel, Houston, Texas</i>	54 DEAD
<i>The La Salle Hotel, Chicago, Ill</i>	61 DEAD
<i>The Wincoff Hotel, Atlanta, Ca</i>	119 DEAD

Of course, there have been hundreds more with thousands of deaths, but I think you're getting the drift. The majority of those people did not have to die.

My wife has been in the airline industry close to 8 years and while accompanying her on a trip recently, I learned how ill-prepared she was for a hotel fire. It's not her fault: it's quite common. Hotels, however, have no excuse for being ill prepared, but believe me, you cannot depend on the staff in case of a fire. History has shown some hotels won't even call the fire Department. I have been a fire-fighter in Los Angeles for over 10 years and have seen many people die needlessly in building fires. It's sad because most could have saved themselves.

What you're about to read is roughly the same "briefing" I have given my wife on hotel safety. I do not intend to "play down" the aspects of hotel fires or soft soap the language. It's critical that you remember how to react, and, if I shake you a little, maybe you will.

Contrary to what you have seen on television or in the movies, fire is not likely to chase you down and burn you to death. It's the bi-products of fire that will kill you. Super heated fire gases (smoke) and panic will almost always be the cause of death long before the fire arrives if it ever does. This is very important. You must know how to avoid smoke and panic to survive a hotel fire. With this in mind, here are a few tips:

SMOKE

Where there is smoke, there is not necessarily fire. A smoldering mattress, for instance, will produce great amounts of smoke. Air conditioning and air exchange systems will sometimes pick up smoke from one room and carry it out to other rooms or floors. You should keep that in mind because 70% of the hotel fires are caused by smoking and matches. In any case, your prime objective should be to leave at the first sign of smoke.

Smoke, being warmer, will start accumulating at the ceiling and work its way down. The first thing you will notice is THERE ARE NO "EXIT" SIGNS. I'll talk more about the exits later, just keep in mind when you have smoke, it's too late to start looking for "exit" signs.

Another thing about smoke you should be aware of is how irritating it is on the eyes. The problem is your eyes will only take so much irritation then they close. Try all you want,

you won't be able to open them if there is still smoke in the area. It's one of your body's compensatory mechanisms. Lastly, the fresh air you want to breathe is at or near the floor. Get on your hands and knees (or stomach) and STAY THERE as you make your way out. Those who don't probably won't get far.

Think about this poor man's predicament for a moment:

He wakes up at 0230 hrs to a smell of smoke. He puts on his trousers and runs into the hallway only to be greeted by heavy smoke. He has no idea where the exit is. He runs to the right. He's coughing and gagging, his eyes hurt. "Where is it?" "WHERE IS IT?" Panic begins to set in. About the same time he thinks maybe he is going the wrong way, his eyes close. He can't find his way back to his room (it wasn't so bad in there). His chest hurts, he desperately needs oxygen. Total panic sets in as he runs in the other direction. He is completely disorientated. He cannot hold his breath any longer. We find him at 0250. DEAD

What caused all the smoke? A small fire in a room where they store the roll-away beds. Remember, the presence of smoke does not necessarily mean the hotel is burning down.

PANIC

Panic (pan ik). A sudden, overpowering terror often afflicting many people at once. Panic is the product of your imagination running wild and it will set in as soon as it dawns on you you're lost, disorientated, or you don't know what to do. Panic is almost irreversible: once it sets in, it seems to grow. Panic will make you do things that could kill you. People in a state of panic are rarely able to save themselves.

If you understand what's going on, what to do, where to go, and how to get there, panic will not set in. The man in the example I used would not have died if he had known what to do. For instance, had he known the exit was to the left and 4 doors down on the left, he could have gotten on his hands and knees where there was fresh air and started counting doorways. Even if he couldn't keep his eyes open, he could feel his way as he crawled, counting the doors. 1... 2... 3... BINGO! He would NOT have panicked. He would be alive today, telling of his "great hotel fire" experience.

EXITS

The elevator drops you at the 12th floor and you start looking for your room. "Let's see ... room 1236 ... here it is". You open the door and drop your luggage. AT THAT VERY MOMENT, turn around and go back into the hallway to check your exit. You may NEVER get another chance. Don't go into the bathroom, open the curtains, turn on the TV, smarten your appearance, or crash out on the bed. I know you're tired and you want to relax, but it's absolutely essential ... no ... CRITICAL that you develop the HABIT of checking for your exit after you drop your luggage. It won't take 30 seconds, and believe me, you may NEVER get another chance.

If there are 2 of you sharing a room, BOTH of you locate your exit. Talk it over, as you walk towards it. Is it on the left or right ... do you have to turn a corner? Open the exit door ... what do you see ... stairs or another door? (Sometimes there are 2 doors to go through, especially in newer hotels.) I'd hate to see you crawl into a broom closet

thinking it was the exit! Are you passing any rooms where your friends are staying? If there was a fire, you may want to bang on their doors as you go by. Is there anything in the hallway that would be in your way ... an ice-machine maybe? As you arrive back at your room, take a look once more. Get a good mental picture of what everything looks like. Do you think you could get to the exit with a "blindfold" on?

This procedure takes less than one minute and to be effective, it must become a habit. Those of you who are too lazy or tired to do it consistently are real "riverboat gamblers". There are over 5,000 hotel fires per year. The odds are sure to catch up with you.

USING THE EXIT

Should you have to leave your room during the night, it is important to close the door behind you. This is very effective in keeping out fire and will minimize smoke damage to your belongings.

There was a house fire in Los Angeles recently where an entire family died. It was a 3 bedroom house with a den and family room. That night, the occupants had left every door in the house open except one, and it had led to the washrooms where the family dog slept. The house, except for the washroom, was a total loss. When the fire was knocked down, firemen opened the door to find the family dog wagging his tail. Because the door was left shut, the dog and room were in fine shape.

Some doors take hours to burn through. They are excellent "fire stops" so close every door you go through. If you find smoke in the exit stairwell, you can bet people are leaving the doors open as they enter.

Always take your key with you. Get into the habit of putting the key in the same place every time you stay in a hotel. Since every hotel has night stands, that's an excellent location. It's close to the bed so you can grab it when you leave without wasting time looking for it. It's important you close your door as you leave, and it's equally as important that you don't lock yourself out. You may find conditions in the hallway untenable, and want to return to your room. If you're now in the habit of checking your exit and leaving the room key on the night stand, you're pretty well prepared to leave the hotel in case of a fire, so let's "walk" through it once.

Something will awaken you during the night. It could be the telephone, someone banging on the door, the smell of smoke, or some other disturbance. But, whatever it is, investigate it before you go back to sleep. A popular "Inn" near LAX recently had a fire and one of the guests later said he was awakened by people screaming but went back to bed thinking it was a party. He dammed near died in bed.

Let's suppose you wake up to smoke in your room. Grab your key off the nightstand, roll off the bed and head for the door on your hands and knees. Even if you could tolerate the smoke by standing, DON'T. You'll want to save your eyes and lungs for as long as possible. BEFORE you open the door, feel it with the palm of your hand. If the door or knob is quite hot, don't open it. The fire could be just outside. We'll talk about that later. With the palm of your hand still on the door (in case you need to slam it shut), slowly open the door and peek into the hallway to "assess conditions".

As you make your way to the exit, stay against the wall on the side where the exit is. It is very easy to get lost or disorientated in a smoky atmosphere. If you're on the wrong side of the hallway, you might crawl right on by the exit. If you're in the middle of the hall, people who are running will trip over you. Stay on the same side as the exit, count doors as you go.

When you reach the exit and begin to descend it is very important that you WALK down and hang onto the handrail as you go. Don't take this point lightly. The people who will be running will knock you down and you might not be able to get up. Just hang on and stay out of everyone's way. All you have to do now is leave the building, cross the street and watch the action. When the fire is out and the smoke clears, you will be allowed to re-enter the building. If you closed your room door when you left, your belongings should be in pretty good shape. Smoke will sometimes get into the exit stairway. If it's a tall building, the smoke may not rise very high before it cools and becomes heavy. This is called "stacking". If your room is on the 20th floor, for instance, you could enter the stairway and find it clear. As you descend you could encounter smoke that has "stacked". Do not try to "run through it" - people die that way. Turn around and walk up. Now you must really hang onto the handrail. The people running down will probably be glassy-eyed and in a panic and will knock you right out of your socks!

They will run over anything in their way, including a fireman. You'll feel as though you're going upstream against the Chicago Bears, but hang on and keep heading up towards the roof. If for some reason you try one of the doors to an upper floor and find it locked, that's normal, don't worry about it. Exit stairwells are designed so that you cannot enter from the street or roof. Once inside, however, you may exit at the street or roof but cannot go from floor to floor; this is done for security purposes. When you reach the roof, prop the door with something. This is the ONLY time you will leave a door open. Any smoke in the stairwell may now vent itself to the atmosphere and you won't be locked out. Now find the windward side of the building (the wet finger method is quite reliable), have a seat and wait until they find you. Roofs have proven to be a safe secondary exit and refuge area. Stay put. Firemen will always make a thorough search of the building looking for bodies. Live ones are nice to find.

YOUR ROOM

After you check your exit and drop the key on the night stand, there is one more thing for you to do. Become familiar with your room. See if your bathroom has a vent; all do, but some have electric motors. Should you decide to remain in your room, turn it on to help remove the smoke. Take a good look at the window in your room. Does it open? Does it have a latch, a lock? Does it slide? Now open the window (if it works) and look outside. What do you see? A sign, ledges? How high up are you? Get a good mental picture of what's outside, it may come in handy. It's important you know how to OPEN your window, you may have to close it again.

Should you wake up to smoke in your room and the door is too hot to open or the hallway is completely charged with smoke, don't panic. Many people have defended themselves quite nicely in their room and so can you. One of the first things you'll want to do is open the window to vent the smoke. I hope you learned how to open it when you checked in. It could be dark and smoking in the room. Those who don't will probably throw a chair through the window. If there is smoke outside and you have no window to close, it will

enter your room and you will be trapped. The broken glass from the window will cut like a surgeon's scalpel. At the Ramada Inn fire, an airline captain on a layover threw a chair through the window and cut himself seriously. Don't compound your problems. Besides, if you break out your window with a chair, you could hit a fireman on the street below.

If there is fresh air outside, leave the window open, but keep an eye on it. At this point, most people would stay at the window, waving frantically, while their room continues to fill with smoke, if the fire burns through. This procedure is not conducive to longevity. You must be

aggressive and fight back. Here are some things you can do in any order you choose ... if the room phone works, let someone know you're in there. Flip on the bathroom vent. Fill the bath with water. (Don't get into it - it's for fire fighting. You'd be surprised how many people try to save themselves by getting into a tub of water - that's how you cook lobsters and crabs, so you know what happens!) Wet some sheets or towels, and stuff the cracks of your door to keep out the smoke. With your ice-bucket, bail the water from the bath onto the door to keep it cool. Feel the walls - if they are hot, bail water onto them too. You can put your mattress up against the door and block it in place with the dresser. Keep it wet - keep everything wet. Who cares about the mess. A wet towel tied around your nose and mouth is an effective filter if you fold it in a triangle and put the corner in your mouth. If you swing a wet towel around the room, it will help clear the smoke. If there is a fire outside the window, pull down the curtains and move everything combustible away from the window. Bail water all around the window. Use your imagination and you may come up with some tricks of your own. The point is, there shouldn't be any reason to panic - keep fighting until reinforcements arrive. It won't be long.

ELEVATORS

There isn't an elevator made that can be used as a "safe" exit. In all states, elevators by law, cannot be considered an "exit". They are complicated devices with a mind of their own. The problem is people only know one way out of a building - the way they came in, and if that was the elevator, they are in trouble. Elevator shafts and machinery extends through all floors of a building, and besides, with the shaft filling with smoke, there are hundreds of other things that could go wrong and probably will. Everyone tries to get on the elevator in an emergency. Fights break out and people get seriously injured. Smoke, heat and fire do funny things to elevator call buttons, controls and other complicated parts. Case in point:

Hotel guests in a New Orleans hotel were called on their room phones and notified of a fire on the upper floors. They were in no danger, but asked to evacuate the hotel as a precaution. Five of the guests decided to use the elevator. It was discovered later that the elevator only went down about three floors and then for some reason started going up. It did not stop until it reached the fire floor. The doors came open and were held open by smoke obscuring the photo cell light beam. Besides the five guests in the elevator who died of suffocation, firemen noticed that every button had been pushed, probably in a frantic attempt to stop the elevator.

Fires have killed many people, including firemen. Several New York firemen recently used an elevator when responding to a fire up on the 20th floor. They pushed 18, but the

elevator went right on by the 18th floor. The doors came open on the 20th floor to an inferno and remained open long enough to kill all the firemen. The doors then closed and the elevator returned to the lobby. Hand operated elevators are not exempt. Some elevator operators have been beaten by people fighting over the controls. If you have any idea that there might be smoke or fire in your hotel, avoid the elevator like the plague.

JUMPING

It's important I say something about jumping because so many people do it. Most are killed or injured in the process. I cannot tell you whether or not you should jump. Every fire, although similar, is different. I can tell you, however, what usually happens to "jumpers".

If you're on the 1st floor, you could just OPEN the window and climb out. From the second floor you could probably make it with a sprained ankle, but you must jump out far enough to clear the building. Many people hit windowsills and ledges on the way down, and they go into cartwheels. If they don't land on their head and kill themselves, they're injured seriously. If you're any higher than the 3rd, the chances are you won't survive the fall. You would probably be better off fighting the fire. Nearby buildings seem closer than they really are and many have died trying to jump to a building that looked 5 feet away, but was actually 15 feet away.

Panic is what causes most people to jump. There was a fire in Brazil a few years ago where 40 people jumped from windows and all 40 died. Ironically, 36 of those jumped after the fire was out. Many people have survived by staying put whilst those around them jumped to their death. If you can resist panic and think clearly, you can use your own best judgment.

CALLING THE FIRE DEPARTMENT

Believe it or not, most hotels will not call the fire department until they verify whether or not there really is a fire and try to put it out themselves. Should you call the reception to report a fire, they will always send the bellhop, security guard, or anyone else that's not busy to investigate. Hotels are very reluctant to "disturb" their guests and fire engines in the streets are quite embarrassing and tend to draw crowds.

In the New Orleans hotel fire, records show that the fire department received only one call, from a guest in one of the rooms. The desk had been notified of fire 20 minutes earlier and had sent a security guard to investigate. His body was later found on the 12th floor about 10 feet from the elevator.

Should you want to report a fire or smell of smoke, ask the hotel operator for an outside line for a local call. Call the fire department and tell them your room number in case you need to be rescued. You need not feel embarrassed, that's what we're here for. We would much rather come to a small fire or smoking electrical motel that you smelled than be called 20 minutes later after 6 people have died. Don't let hotel "policy" intimidate you into doing otherwise. The hotel may be a little upset with you, but really ... who gives a damn. The fire department will be glad you called: you may have saved many lives. Besides, it's a great way for us to meet people!

Well, the rest is up to you. Only you can condition yourself to react in a hotel emergency. You can be well prepared by developing the habits we've talked about.

TIME KEEPING

INSTRUCTIONS FOR COMPLETION OF EMERGENCY FIREFIGHTER TIME REPORT, OF-288, FOR REGULAR GOVERNMENT EMPLOYEES

1. Emergency Time Report Number. Pre-printed number. Used for commissary. Do not delete or cross out this number.
2. Social Security Number. Leave blank.
3. Initial Employment. Leave blank.
4. Type of Employee. Check block for "Regular Gov't Employee".
- 5-9. Leave blank.
10. Name. Enter regular government employee's name. Do not use nicknames.
- 11-14. Street Address. Enter the employee's home unit name and mailing address, e.g., Forest, District, BLM, or state office.
- 15-19. Accident Notification. Enter name, address, and telephone number of person to be notified in case of an accident.
20. Fire Location Identification.
 - Column A, 1.** Fire Name. Enter incident name.
 - Column A, 2.** Fire No. Enter incident order number, e.g., MT-LNF-000016 or ID-BOD-000042. Do not use "P" number.
 - Column A, 3.** Unit Code. (Organization code) Leave blank.
 - Column A, 4.** Fire Location. Enter incident agency's three letter unit identifier for the specific location of the work assignment.
 - Column A, 5.** State Code. Enter alphabetical code for state in which the employee was on-shift.
 - Column A, 6.** Firefighter Classification. Enter the NWCG approved position code, e.g., PTRC, FFT2, CREP. If the position code is THSP, specify instead the incident job title of the position to which the individual is assigned, e.g., Camp Crew Boss, Voucher Examiner. Each time an individual changes a job, close out that column, start a new column for the new job, and enter the new position code or job title if necessary.
 - Column A, 7.** Rate. Enter "GS" for general schedule employees or "WG", "WL", or "WS" for federal wage system employees.
 - Column A, 8a.** Year. Enter the calendar year.
 - Column A, 8b-8c.** Month/Day. Enter month and day on-shift. (Example: February 1 is 2/1). Enter dates consecutively from row to row and column to column. One exception is the posting of continuation of pay or posting of time when assigned to a complex with multiple incidents. In Remarks enter reason for breaks in dates.
 - Column A, 8d-8e.** Start/Stop. Enter military clock time for each period of on-shift time.
 - Column A, 8f.** Hours. Enter hours in single digits for whole hours, e.g., 1.00 for one hour, decimals for half and quarter hours, e.g., 0.50 for a half hour and 0.25 for a quarter hour. Show the net difference between d. and e. When applicable, **enter "T" for travel status; "H" for hazardous duty; or "E" for environmental differential.** Compensable travel time to and from the related waiting time should be recorded on separate lines from other compensable time, such as on-shift time. When compensable time (work, travel, ordered standby) in a calendar day totals less than eight hours, the Personnel Time Recorder shall enter a separate line on the OF-288, noting "Guarantee" in the Start/Stop column and leaves the Hours column blank.

Clock time for guaranteed hours should not be shown. Guaranteed hours do not apply to the first and last day of assignment if these days fall on the individual's regularly scheduled day off.

Day(s) Off. No specific clock hours are to be entered. "Day Off" is entered after the date, with the Hours column left blank. If an employee is sick on the incident, record "Day Off" with the Hours column left blank and a notation in the remarks section for sick leave.

Column A, 9. Total Hours. Add column and enter total hours.

Column A, 10. Gross Amount. Leave blank.

Column A, 11. Inclusive Dates. Enter dates covered in the month/day column. For example, enter 9/4-9/7 for September 4 through September 7.

Column A, 12. Time Officer's Signature. The OF-288 should be signed by the Time Unit Leader or other authorized official. A Personnel Time Recorder will usually sign this block verifying that posting is accurate and complete for each column.

Column A, 13. Date Signed.

21. Leave entire section blank. Home units may utilize this space to record agency-specific cost accounting data.

22. Commissary Record. Itemize all commissary purchases here. Purchases must be supported by a Commissary Issue Record, OF-287, or equivalent form, but this form should not be attached to the OF-288. Enter total amount of commissary purchases.

23. Remarks. Indicate environmental differential/hazard information, job title changes, etc.

24. ADO Check Number and Stamp. Leave blank.

25. Employee Signature. Self-explanatory. All regular government employees are required to sign the OF-288 in other than black ink.

26. Time Officer's Signature. The form should be signed by either the Time Unit Leader or other authorized official in other than black ink.

INSTRUCTIONS FOR COMPLETION OF EMERGENCY FIREFIGHTER TIME REPORT, OF-288, FOR CASUALS

Items that are bolded and italicized are mandatory fields for payment processing.

1. Emergency Time Report Number. Preprinted number. Used for commissary. Do not delete or cross out this number.
2. Social Security Number. Enter individual's nine-digit SSN or Individual Taxpayer Identification Number (ITIN) (If using electronic time recording system, Time Unit ensures SSN is handwritten on payment copy of the OF-288.)
3. Initial Employment. Check "Yes" if individual is being hired for the first time this calendar year.
4. Type of Employee. Check "Casual".
5. Transferred From. If the casual was transferred from another incident, enter incident name and check current OF-288 against any earlier one to prevent overlapping time and duplicate payments.
6. Hired At. Enter state abbreviation and hiring agency's three-letter unit identifier, e.g., AK-GAD, CA-ENF, ID-BOD.
7. Employee Has. Check box at time of release if casual has been discharged or quit.
8. Entitled To Return Travel Time. Check "Yes" or "No" at the time of release.
9. Entitled to Return Transportation. Check "Yes" or "No" at the time of release.
10. Name. Enter casual's name, exactly as shown on identification. Do not use nicknames.
- 11-14 Street Address. Show casual's permanent mailing address, including city, state, and zip code. This is where the pay and tax information will be mailed.
- 15-19 Accident Notification. Enter name, address, and telephone number of person to be notified in case of an accident.
20. Fire Location Identification.
 - Column A, 1.** Fire Name. Enter incident name.
 - Column A, 2.** Fire No. Enter incident order number (e.g., MT-LNF-00016). Do not use "P" number.
 - Column A, 3.** Unit Code. Leave blank.
 - Column A, 4.** Fire Location. Enter incident agency's three letter unit identifier for the specific location of the work assignment.
 - Column A, 5.** State Code. Enter alphabetical code for state in which the casual was on-shift.
 - Column A, 6.** Firefighter Classification. Enter the NWCG approved position code, e.g., PTRC, FFT2, CREP. If the position code is THSP, specify instead the incident job title of the position to which the individual is assigned, e.g., Camp Crew Boss, Laborer.
 - Column A, 7.** Rate. Enter AD-A through AD-M and hourly pay rate.
 - Column A, 8a.** Year. Enter calendar year.
 - Column A, 8b-8c.** Month/Day. Enter month and day on-shift. (Example: February 1 is 2/1). Enter dates consecutively from row to row and from column to column. One exception is the posting of continuation of pay or posting of time when assigned to a complex with multiple incidents. In Remarks enter reason for breaks in dates.
 - Column A, 8d-8e.** Start/Stop. Enter military clock time for each period of on-shift time.
 - Column A, 8f.** Hours. Enter hours in single digits for whole hours, e.g., 1.00 for one hour, decimals for half and quarter hours, e.g., 0.50 for a half hour and 0.25 for a

quarter hour. Show the net difference between d. and e. **For hours in travel status, enter a "T" in the Hours column.** Compensable travel time to and from the point of hire and related waiting time is recorded on separate lines from other compensable time, such as on-shift time. Do not use a separate column when reporting travel time. When compensable time (work, travel, ordered standby) in a calendar day totals less than eight hours, the Personnel Time Recorder shall enter a separate line on the OF-288 noting "guarantee" after the month/day and posting the necessary additional hours to the Hours column. Clock time for guaranteed hours should not be shown. Guaranteed hours do not apply on the first and last day.

Day(s) Off. No specific clock hours are to be entered. Enter "Day Off" in the Start/Stop column with "8" in the Hours column.

Column A, 9. Total Hours. Add column and enter total hours.

Column A, 10. Gross Amount. Leave blank.

Column A, 11. Inclusive Dates. Enter dates covered in the month/day column. For example, enter 9/4-9/7 for September 4 through September 7.

Column A, 12. Time Officer's Signature. The OF-288 should be signed by either the Time Unit Leader or other authorized official. A Personnel Time Recorder will usually sign this block verifying that posting is accurate and complete for each column.

Column A, 13. Date Signed. Self-explanatory.

21. Leave entire section blank. Home units may utilize this space to record agency-specific cost accounting data.

22. Commissary Record. Itemize all commissary purchases here. Purchases must be supported by a Commissary Issue Record, OF-287, or equivalent form, but this form should not be attached to the OF-288. Enter total amount of commissary purchases.

23. Remarks. Indicate THSP and specify the incident job title, promotion, reason for discharge, transfer, position changes, etc.


24. ADO Check Number and Stamp. Do not write in this Block. It will be used by payment personnel.

25. Employee (Signature). Self-explanatory. All casuals are required to sign the OF-288 in other than black ink.

26. Time Officer's Signature. The form should be signed by either the Time Unit Leader or other authorized official in other than black ink.

EXAMPLE – Government Employee

EMERGENCY FIREFIGHTER TIME REPORT															1. Identification Number P 9B7ZV														
2. Social Security Number					3. Initial Employment (x one) <input type="checkbox"/> Yes <input type="checkbox"/> No					4. Type of Employment (x one) <input type="checkbox"/> Casual <input checked="" type="checkbox"/> Regular Gov <input type="checkbox"/> Other																			
5. Transferred From					6. Hired At Newtown Square, PA					7. Employee has (x one) <input type="checkbox"/> Been Discharged <input type="checkbox"/> Quit					8. Entitled to Return Travel Time (Y or N) <input checked="" type="checkbox"/> Y <input type="checkbox"/> Yes <input type="checkbox"/> No					9. Entitled to Return Trans (Y or N) <input type="checkbox"/> Y									
ZIP CODE MUST BE ENTERED BELOW															IN CASE OF ACCIDENT NOTIFY														
10. Name (First, Middle, Last) John Doe															15. Name														
11. Street Address Your address															16. Street Address														
12. City Your City					13. State Your State					14. Zip Code xxxxxxx					17. City					18. State					19. Telephone No.				
Column A					Column B					Column C					Column D														
1. Fire Name EACC Support 2012					1. Fire Name EACC Support 2012					1. Fire Name EACC Support 2012					1. Fire Name EACC Support 2012														
2. Fire No. WI-EACC-00001					3. Unit Code WGE5X7 / 0901					2. Fire No. WI-EACC-00001					3. Unit Code WGE5X7 / 0901					2. Fire No. WI-EACC-00001					3. Unit Code WGE5X7 / 0901				
4. Fire Location Milwaukee					5. State WI					4. Fire Location Milwaukee					5. State WI					4. Fire Location Milwaukee					5. State WI				
6. Firefighter Classification XXXX					7. Rate					6. Firefighter Classification XXXX					7. Rate					6. Firefighter Classification XXXX					7. Rate				
8. Date and Time a. Year: 2012					8. Date and Time a. Year: 2012					8. Date and Time a. Year: 2012					8. Date and Time a. Year: 2012														
Mo b.	Day c.	Start d.	Stop e.	Hours f.	Mo b.	Day c.	Start d.	Stop e.	Hours f.	Mo b.	Day c.	Start d.	Stop e.	Hours f.	Mo b.	Day c.	Start d.	Stop e.	Hours f.										
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6																													
9. Total Hours----->>					9. Total Hours----->>					9. Total Hours----->>					9. Total Hours----->>														
10. Gross Amount----->> (Item 7 x item 9)					10. Gross Amount----->> (Item 7 x item 9)					10. Gross Amount----->> (Item 7 x item 9)					10. Gross Amount----->> (Item 7 x item 9)														
11. Inclusive Dates----->>					11. Inclusive Dates----->>					11. Inclusive Dates----->>					11. Inclusive Dates----->>														
12. Time Officer's Signature LMK					12. Time Officer's Signature LMK					12. Time Officer's Signature LMK					12. Time Officer's Signature LMK														
13. Date Signed 8/28/2008					13. Date Signed 8/28/2008					13. Date Signed 8/28/2008					13. Date Signed 8/28/2008														
21. SHOW "H" FOR HAZARD PAY AND "E" PLUS %FOR ENVIRONMENTAL DIFFERENTIAL IN THE "HOURS" COLUMN AFTER PRINTING SHEET.															22. Commissary Record														
															a. Date					b. Item					c. Amount				
A. Comm. BO 2600	B. Rate	C. Miles* /	D. Accounting Classification			E. Object Class			F. Amount																				
			(a)	(b)	(c)	(a)	(b)	(c)																					
A.			P	C76L					\$ -																				
b									\$ -																				
c									\$ -																				
d									\$ -																				
									\$ -																				
									\$ -																				
23. Remarks										\$ -			Gross Earnings																
										\$ -			Comm. Deduct.			Total ----->>													
Note: The above items are correct and proper for payment from available appropriations.										\$ -			Net Earnings			24. ADO Check Number and Stamp													
25. Employee (signature)										26. Time Officer (Signature)																			

 Eastern Area Coordination Center 626 East Wisconsin Ave, Suite 500 Milwaukee, WI 53202 414-944-3811 FAX - 3838				INSTRUCTIONS: The immediate job supervisor will prepare this form for each subordinate overhead. It will be delivered to the Coordinator before the rating official leaves the assignment. Rating will be reviewed with the employee, who will sign at the bottom.															
Overhead Performance Rating																			
1. Name								2. Fire Name and Number <i>EACC Support 2012 / WI-EACC-000001</i>											
3. Home Unit Name / Address:								4. Location of Assignment <i>Eastern Area Coordination Center Milwaukee, WI 53202</i>											
5. Position				6. Dates of Assignment				7. Complexity				8. Level of Activity							
								Single		Multi		Light		Moderate		Heavy			
9. Evaluation																			
<p>Enter X under the appropriate rating number and under the proper heading for each category listed Definition for each rating number follows:</p> <p>0 – Deficient. Does not meet minimum requirements of the individual element. DEFICIENCIES MUST BE IDENTIFIED IN REMARKS.</p> <p>1 – Needs to Improve. Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS.</p> <p>2 – Satisfactory. Employee meets all requirements of the individual element.</p> <p>3 – Superior. Employee consistently exceeds the performance requirements.</p>																			
Rating Factors				EDRC Dispatch Recorder				EDSD Support Dispatcher				EDSP Supervisory Dispatcher				INTS Intelligence Support			
				0	1	2	3	0	1	2	3	0	1	2	3	0	1	2	3
Knowledge of the job																			
Following of procedures																			
Completion of work in a timely manner																			
Work completed properly																			
Attitude																			
Initiative																			
Communications																			
Working with others																			
Adaptability to multi-task																			
Remarks:																			
10. Signature of person being evaluated (This rating has been discussed with me.)												11. Date							
12. Signature of rating individual				14. Home Unit				15. Position				16. Date							



EASTERN AREA COORDINATION CENTER Detail Critique

Please circle. 1 being the weakest and 10 being the best

1	Orientation to EACC									
1	2	3	4	5	6	7	8	9	10	
Deficient				Satisfactory					Superior	

2	EACC Staff (ex. Helpfulness, Attitude, Professionalism)									
1	2	3	4	5	6	7	8	9	10	
Deficient				Satisfactory					Superior	

3	Responsiveness to questions to Supervisors									
1	2	3	4	5	6	7	8	9	10	
Deficient				Satisfactory					Superior	

4	Overall Center Organization									
1	2	3	4	5	6	7	8	9	10	
Deficient				Satisfactory					Superior	

5	Cleanliness of EACC									
1	2	3	4	5	6	7	8	9	10	
Deficient				Satisfactory					Superior	

6	Gas Light Building Facilities (ex. accessibility/restrooms/security)									
1	2	3	4	5	6	7	8	9	10	
Deficient				Satisfactory					Superior	

7	Would you recommend to a detail to EACC to other Dispatchers?									
NO	Undecided	Yes								

8	Hotel Accommodations		Name of Hotel _____							
1	2	3	4	5	6	7	8	9	10	
Deficient				Satisfactory					Superior	

9	Overall Experience									
1	2	3	4	5	6	7	8	9	10	
Deficient				Satisfactory					Superior	

Other Comments:

Name (Optional) _____

**Eastern Area Coordination Center
DEMOBLIZATION CHECKOUT LIST**

1. Incident Name / Number	2. Date / Time	3. Overhead Number
4. Unit / Personnel Released		
5. Transportation Type		
6. Actual Release Date / Time		
7. Home Unit Supervisor Responsible for Collecting Performance Rating Name: Home Unit: Address: City, State, Zip:		
8. Check List: You have been released from this incident, subject to check-off from the Floor Coordinator: <ul style="list-style-type: none"> <input type="checkbox"/> Computer Security Responsibility form <input type="checkbox"/> Performance Rating and Closeout <input type="checkbox"/> Building key card returned <input type="checkbox"/> EACC Critique form <input type="checkbox"/> Release from incident in ROSS <input type="checkbox"/> Travel itinerary in ROSS <input type="checkbox"/> Refrigerator items <input type="checkbox"/> Timesheet completed, approved, & signed (Office copy retained with EACC for files) <input type="checkbox"/> Work area cleaned <input type="checkbox"/> Personal belongings collected <input type="checkbox"/> Task Book evaluated <input type="checkbox"/> Shift/Replacement Briefing 		
9. Remarks <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/>		
10. Floor Coordinator signature: _____ Date: _____		

WI-EACC 1/2012

INSTRUCTIONS FOR COMPLETING THE DEMOBILIZATION CHECKOUT

Prior to actual demobilization, the Assistant Center Manager or Center Manager will give each detailer an evaluation and review the demobilization checklist. Detailers are responsible to input their demobilization information and return travel into ROSS.

Item #	Item Title	Instructions
1	Incident Name/No.	Print Name and Number
2	Date/Time	Enter Date and Time prepared
3	Overhead No.	Enter Agency Request Number & Order Number
4	Unit/Personnel Released	Enter appropriate name of individual over-head, being released
5	Transportation Type	Method and vehicle I.D. number for transportation back to home unit. (i.e. NWA Flight # 2347). Enter N/A if own transportation is provided. *Additional specific details should be included in Remarks, Block #9.
6	Actual Release Date/Time	To be completed at conclusion of demobilization at time of actual release from incident. Would normally be last item of form to be completed.
7	Home Unit Supervisor Responsible for Collecting Performance Ratings	Enter the Name and address of Home Unit Supervisor who will be receiving the Performance Rating
8	Check List	Section to be completed by Supervisor. Review each item with your Supervisor to ensure items have been completed before release from the incident.
9	Remarks	Any additional information pertaining to demobilization or release